

PART 872—INITIATION AND APPROVAL OF PURCHASE REQUESTS

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:::872.001 Initiation.

VA Form 90-2237 is not required when processing VA Form 10-2065, Funeral Arrangements, under conditions outlined in subpart 837.70, or when prosthetic items are requested on VA Form 10-2529-3, Request and Receipt for Prosthetic Appliances or Services.

872.003 Substitute items.

(a) When a reasonable substitute item is available from facility stock or from a higher priority source, as indicated in 808.001, than the source indicated on the purchase request, the substitute item will be offered to the requesting activity on the reverse of VA Form 90-2237.

(b) If the substitute item is refused because it will not adequately serve the required functional purpose, either SF 380, Reporting and Processing Medical Materiel Complaints/Quality Improvement Report or SF 368, Quality Deficiency Report, will be prepared and submitted as provided in subpart 846.70. The applicable form and purchase request will both be documented to show the manner in which the item requested differs from the item offered and why the item offered will not adequately serve the required functional end use requirements.

(c) An SF 380 or 368 need not be submitted under the following circumstances:

- (1) If purchase is made in an emergency.
- (2) If the item is a paper product used in the production of printing in Central Office.
- (3) If the item is a drug which has been approved by the station facility therapeutic agents committee.
- (4) If the item is for use in connection with an approved research project.

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(5) If evaluation of the remarks furnished by the requesting official indicates that the item offered is not a valid substitute. However, an SF 380 may be submitted to recommend standardization.

(d) The requested item may be purchased when approved by the facility Director or the appropriate department head or staff office director (for Central Office requirements), or designee, subject to the following limitations:

(1) Pending notification that the problem presented has been resolved, the contracting officer may, provided no more than 1 year has elapsed since the original submission, make subsequent purchases of the same expendable item without submitting a new SF 380 or 368. Each purchase request for such purchases will be cross-referenced to the original SF 380 or 368. If more than 1 year has elapsed since the original submission, no procurement action will be taken unless such action has been approved by the appropriate department head or staff office director, or designee.

(2) Before approving local purchase of equipment, careful evaluation will be made of reasonable substitutes offered which are available from a VA supply depot or VA decentralized contract. Specifications for these items have been developed with the coordination of program officials to assure that they are designed to meet the requirements of the VA.

(3) Items designated as Central Office controlled are also subject to the provisions of VA Manual MP-2, subchapter E, subpart 108-26.51.

(e) When the requested item is a VA decentralized contract item or an item on a Federal Supply Schedule awarded by the VA Marketing Center, a waiver will be requested of the Director, VA Marketing Center (904). The Director, VA Marketing Center, will transmit a copy of approved waivers to the Deputy Assistant Secretary for Acquisition and Materiel Management. (92).

872.004 Reprints of professional articles.

(a) Reprints of professional articles written by VA staff members, when available as a supply (shelf stock) item, may be purchased locally. Requests to consummate such purchases will be approved by both the facility Director, the Research and Education Committee, or their

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designees. In Central Office the purchase request will be approved by the Assistant Chief Medical Director for Research and Development (15), or designee.

(b) VA FL 10-400 may be utilized to secure reprints only when such reprints are furnished to the agency without cost. The form letter will not be used in lieu of a purchase order.

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